



St. Edmund's Episcopal Church
www.stedmundschicago.org
6105 S. Michigan Ave.
Chicago, IL 60637
773 228-0038
Faith.Empowerment.Community

Administrative Assistant (Part Time)

Position Overview

The Parish Administrator works closely with and reports to the Priest-in-Charge/leading clergy person of St. Edmund's Episcopal Church to manage the church office and support the mission and ministry of the parish. The position is part time, 25/hours a week. The compensation for the Parish Administrator is \$18-22/hour, depending on experience and qualifications.

Administrative Duties

- General office work including: answering phones, greeting parishioners/vendors, ordering office supplies
- Prepare weekly order of service
- Maintain internal database
- Data entry, including regular maintenance of membership and church records
- Communication of various materials
- Process incoming/outgoing mail
- Maintenance of church calendar
- File, type, copy, collate, etc...
- Place vendor orders
- Forward bills and other relevant information to Treasurer

Note: This description is not intended to include all responsibilities, as additional duties may be assigned and existing duties may be adjusted at any time.

Essential Skills

- Strong written, verbal and interpersonal communication skills with a special emphasis on grammar and proofreading skills
- Proficiency in computers and Microsoft Office (Word, Excel, Publisher)
- Proficiency in Google applications (Gmail, Docs, Drive, Sheets, Calendar, Forms)
- Ability to organize and manage multiple projects simultaneously when needed
- Ability to meet ongoing weekly time deadlines and handle pressures of increased seasonal work loads
- Ability to maintain confidentiality at all times

Qualifications

- Minimum 3 years of office experience, including communications, is highly preferred
- Experience working in a church or other ministry setting is highly preferred
- Associate's or Bachelor's degree in Administration, Communications, office support, or related area is desired

To apply, send a resume and a cover letter detailing your interpersonal communication strengths and experience to fr.shawn@stedmundschicago.org.
